

**APPENDIX G-1
CHILD CARE SECTION
DATED 2007-2009**

County: Tioga

I. Administration (Required Section)

Describe how your district is organized to administer the child care program including any functions that are subcontracted to an outside agency.

1. Identify the unit that has primary responsibility for the administration of child care for:

Public Assistance Families: **Daycare Unit within the Division of Employment and Transitional Supports (DSS)**

Transitioning Families: **Daycare Unit within the Division of Employment and Transitional Supports (DSS)**

Income Eligible Families: **Daycare Unit within the Division of Employment and Transitional Supports (DSS)**

Title XX: **Tioga County Department of Social Services**

2. Indicate the use of New York State Child Care Block Grant (NYSCCBG) Funds.

| | |
|--|---------------------|
| Total NYSCCBG Amount: | \$1,200,000 |
| A. Subsidy | \$ 1,120,000 |
| B. Other program costs (excluding subsidy) | \$ 54,000 |
| C. Administrative costs | \$ 56,000 |

3. Does your district have a contract or formal agreement with another organization to perform any of the following functions?

| <u>Function:</u> | <u>Organization:</u> | <u>Amount of Contract:</u> |
|--|----------------------------------|----------------------------|
| <input type="checkbox"/> Eligibility screening | | |
| Screening of legally-exempt providers | | |
| <input type="checkbox"/> Assistance in locating care | | |
| <input checked="" type="checkbox"/> Child Care Information Systems | Family Enrichment Network | N/A |
| <input checked="" type="checkbox"/> Other | Family Enrichment Network | N/A |

APPENDIX G-2

II. Other Eligible Families if Funds are Available (Required Section)

Listed below are optional categories of eligible families that your district can include as part of its ICP. Select any categories your district wants to serve and describe any limitations associated with the category.

| Optional Categories | Option | Limitations |
|--|--|-------------|
| 1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 2. PA families or families with income up to 200% of the State Income Standard when the caretaker is: | | |
| a) participating in an approved substance abuse treatment program | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| b) homeless | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| c) a victim of domestic violence | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| d) in an emergency situation of short duration | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 3. Families with an open child protective services case when child care is needed to protect the child. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 4. Families with income up to 200% of the State Income Standard when child care services are needed because the child's caretaker: | | |
| a) is physically or mentally incapacitated | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| b) has family duties away from home | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 5. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to actively seek employment for a period up to 6 months. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |

| | | |
|--|--|--|
| 6. PA families where a sanctioned parent is participating in unsubsidized employment, earning wages at a level equal to or greater than the minimum amount under law. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 7. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in: | | |
| a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| b) an education program that prepares an individual to obtain a NYS High School equivalency diploma | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| c) a program providing basic remedial education in the areas of reading, writing, mathematics, and oral communications for individuals functioning below the ninth month of the eighth grade level | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| d) a program providing literacy training designed to help individuals improve their ability to read and write; | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| e) English as a second language (ESL) instructional program designed to develop skills in listening, speaking, reading and writing the English language for individuals whose primary language is other than English | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| f) a two year full-time degree granting program at a community college, a two year college, or an undergraduate college with a specific vocational goal leading to an associate degree or certificate of completion | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| g) a training program, which has a specific occupational goal and is conducted by an institution licensed or approved by the State Education Department other than a college or university | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| h) a prevocational skill training program such as, a basic education and literacy training program | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |

| | | |
|---|--|--|
| <p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor.</p> <p>The parent/caretaker must complete the selected programs listed under number seven within 30 consecutive calendar months. The parent/caretaker cannot enroll in more than one program.</p> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| <p>8. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year program other than one with a specific vocational sequence (leading to an associates degree or certificate of completion and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| <p>9. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a four-year college or university program (leading to a bachelor degree and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <p>For PA Recipients it must be documented that this is the course of action that is in the individuals current Employment Plan which has been signed off by the immediate Supervisor and Director.</p> <p>For Low Income Families with incomes up to the 200% of the State Income Standard this would require Director and Commissioner sign off.</p> |

APPENDIX G-3

III. Reasonable Distance, Very Low Income, Definition of Engaged In Work For Child Care In Lieu of Temporary Assistance, Family Share, Case Closings and Openings, and Fraud and Abuse Control Activities (Required Section)

Reasonable Distance

Your district is required to define reasonable distance based on community standards for determining accessible child care.

The following defines "reasonable distance": **Reasonable distance is, for the purpose of determining whether child care is accessible for caretaker/relative with a child under 13 and when such a person is applying for or receiving PA-- by foot not to exceed 2 miles; public transportation not to exceed 1½ hours; by private transportation not to exceed 45 miles.**

Describe any steps/consultations made to arrive at your definition: **Reasonable distance was developed utilizing review of commute patterns, labor market trends, location of work experience sites, and discussion with local DSS staff and personnel from other counties.**

Very Low Income

Very Low Income is defined by each district and is used in determining priorities for child care benefits.

Very Low Income is defined as **200%** of the State Income Standard.

Definition of Engaged In Work For Child Care In Lieu of Temporary Assistance

The minimum number of hours for Federal Fiscal Year 2006 are:

- 20 hours for a single parent with a child under the age of six years old
- 30 hours for a single parent whose children are six years of age and older
- in two parent families the parents must be working a combined total of 55 hours with at least one parent working 30 or more hours.

If a district proposes a higher minimum number of required hours of work describe the requirement below. **Tioga County is not requiring a higher number of required hours.**

- hours for a single parent with a child under the age of six years old
- hours for a single parent whose children are six years of age and older
- in two parent families the parents must be working a combined total of 55hours with at least one parent working or more hours.

Family Share

Family share is the weekly amount paid towards the costs of the child care services by the child's parent or caretaker. In establishing family share, your district must select a percentage from 10% to 35% to use in calculating the family share. The family share of child care is calculated by applying the family share percentage against the amount of the family's annual gross income that is in excess of the State Income Standard divided by 52.

Family Share Percentage selected by our district **25%**.

Case Closings (select one or two)

1. The district must describe below how priority is given to federally mandated priorities and describe local priorities. If all NYSCCBG funds are committed, the district will discontinue funding to those families that have lower priorities in order to serve families with higher priorities. Described below is how the district will select cases to be closed in the event that there are insufficient or no funds available.

In the event all NYSCCBG funds are committed, cases that are open will remain open at the County's local share. This includes all TANF cases and all TANF cases with special circumstances.

2. The district has not established priorities beyond the federally-mandated priorities. If all NYSCCBG funds are committed, case closings for families which are not eligible under a child care guarantee and are not a federally-mandated priority must be based on the length of time in receipt of services. The length of time used to close cases may be based either on the shortest or longest time receiving child care services but must be consistent for all families. The district has chosen to close cases based on:

- shortest time receiving child care services
- longest time receiving child care services

Case Openings

The district must describe below how priority is given to federally mandated priorities and how the district will select cases to be opened in the event that there are insufficient funds available.

In the event there are insufficient funds available, families needing assistance may apply for Childcare Services. All applications for services will be put on a waiting list. The first cases to be open from the waiting list are families with children that have special needs, all other cases on the waiting list will be opened in chronological order.

Fraud and Abuse Control Activities

The district must identify below the criteria it will use to determine which child care subsidy applications suggest a higher than acceptable risk for fraudulent or erroneous child care subsidy payment and procedures for referring such applications to the district's front end detection system.

Tioga County has developed a FEDs/Fraud referral process with specific criteria that was recommended by NYWFIA and has been approved by OCFS as well as OTDA. All child care subsidy cases are subject to FEDs/Fraud referral based on the review of the case situation. The bolded indicators on the form are approved for all programs. Tioga County added an additional indicator that is marked on the form as "Child Care Subsidy Only". A Sample of the form is as follows:

TIOGA COUNTY FEDS REFERRAL

CASE NAME: _____ APPLICATION DATE: _____
REGISTRY #: _____ ADDRESS: _____

Application has **no** FEDS indicators
Eligibility Worker: _____ Date: _____

Eligibility: Check the indicator(s) below indicating the need for verification/investigation. Please attach any necessary information/documentation.

Financial obligations are current, but stated expenses exceed income *without a reasonable explanation.*

Working off the books (currently or previously)

Supported by loans or gifts from family/friends.

Application is inconsistent with prior case information.

Prior history of denial, case closing or overpayment *resulting from an investigation.*

Landlord does not verify HH composition or provides information inconsistent with application. **NOT APPLICABLE FOR MA/Child Care Subsidy**

Self-employed but *without adequate business records* to support financial assertions.

Documents or information provided are inconsistent with application, such as different name used for signature or invalid SSN.

Questionable address/residency

- a. Moving into Tioga County within the last 30 days.
- b. Primary tenant with no utility bills (e.g., phone or electric) in his/her name.
- c. Renting from parents. **NOT APPLICABLE FOR MA**

Family member performing daycare/provider resides in the same residence. **Child Care Subsidy ONLY**

Comments: _____

SWE signature Date

RESULTS FROM THE FRAUD UNIT: _____ UNFOUNDED _____ FOUNDED

(Top 2 copies to Fraud Unit; 3rd copy kept in client's file) Investigator's signature _____ Date _____

The district must describe below its sampling methodology used to determine which cases it will seek verification of an applicant or recipient's continued need for child care including, as applicable, verification of participation in employment, education or other required activities.

Tioga County DSS does six month recertification of 100% of their cases at which time the applicant/recipient must provide documentation regarding their need for child care.

The district must describe below its sampling methodology used to determine which child care providers of subsidized child care services they will review for the purpose of comparing the child care providers attendance forms for children receiving subsidized child care services and any child and adult care food program inspection forms to verify that child care was actually provided on the days listed on the attendance forms.

Tioga County DSS reviews 100% of those providers that participate in CACFP.

APPENDIX G-4

IV. District Options (Required Section)

Districts have certain flexibility to administer the child care subsidy program to meet local needs. Check which options that your district wishes to include in your county plan. Complete attachments for any area(s) checked.

1. Our district has identified local priorities in addition to the federal priorities (complete Appendix G-5).
2. Our district has chosen to establish funding set-asides for NYSCCBG (complete Appendix G-6).
3. Our district is using Title XX funds for the provision of child care services (complete Appendix G-7).
4. Our district has chosen to establish additional local standards for child care providers (complete Appendix G-8).
5. Our district has chosen to make payments to child care providers for absences (complete Appendix G-9).
6. Our district has chosen to make payments to child care providers for program closures (complete Appendix G-10).
7. Our district has chosen to pay for transportation to and from a child care provider (complete Appendix G-11).
8. Our district has chosen to pay up to a 15% higher than the applicable market rates for regulated child care services that have been accredited by a nationally recognized child care organization (complete Appendix G-11).
9. Our district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix G-11).
10. Our district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix G-11).
11. Our district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix G-12).
12. Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).

APPENDIX G-4 (continued)

- 13. Our district is seeking a waiver from one or more regulatory provisions. Such waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix G- 12).
- 14. Our district has chosen to pay for breaks in activity for low income families (non public assistance families, complete Appendix G-12).
- 15. Our district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification and/or legally exempt enrollment forms (attach copies of the local equivalent forms your district uses).

Any previous approvals for local equivalent forms will not be carried forward into this county plan. Therefore, any local equivalent forms a district wishes to establish or renew must be included in this plan and will be subject to review and approval by OCFS.

**APPENDIX G-5
PRIORITY POPULATIONS-ADDITIONAL LOCAL PRIORITIES**

In addition to the federal priorities of very low income families and families with children who have special needs, the following additional local priorities have been selected:

Category: Rank:

Description:

**APPENDIX G-6
FUNDING SET-ASIDES**

**Total NYSCCBG Block Grant Amount Including Local
Funds**

| | |
|-------------------------|-----------|
| Category: | \$ |
| Total set asides | \$ |

Describe for each category the rationale behind specific set-aside amounts out of the NYSCCBG (e.g. estimated number of children, etc.).

Category:

Category:

Category:

Category:

Category:

APPENDIX G-6 (continued)

The following amounts are set aside for specific priorities out of the Title XX block grant:

| | |
|------------------------------------|-----------|
| Category: | \$ |
| Category: | \$ |
| Category: | \$ |
| Total set asides (Title XX) | \$ |

Describe for each category the rationale behind specific set aside amounts out of the Title XX block grant (e.g. estimated number of children, etc.).

Category:

Category:

Category:

Category:

**APPENDIX G-9
PAYMENT TO CHILD CARE PROVIDERS FOR ABSENCES**

The following providers are eligible for payment for absences:

(Check any that are eligible)

- Day Care Center Legally Exempt Group
- Group Family Day Care School Age Child Care
- Family Day Care

Our district will only pay for absences to providers with which the district has a contract or letter of intent. Yes No

Base period selected (check one) 3 months 6 months

Number of absences allowed during base period:

| Period | Routine Limits (# of days) | Extenuating Circumstances (# of days) | Total Number of Absences Allowed (# of days) |
|-------------|-------------------------------|---|--|
| In a month | 12 | 3 | 15 |
| Base period | 24 | 16 | 40 |

List reasons for absences for which the district will allow payment:

Sick child (not allowed in daycare if child has communicable sickness).

List any limitations on the above providers' eligibility for payment for absences:

Providers must be contracted with Tioga County Department of Social Services to receive payment for temporary absences.

Note: Legally exempt family child care and in-home child care providers are **not** eligible to receive payment for absences.

**APPENDIX G-10
PAYMENT TO CHILD CARE PROVIDERS FOR PROGRAM CLOSURES**

The following providers are eligible for payment for program closures:

- | | |
|--|--|
| <input type="checkbox"/> Day Care Center | <input type="checkbox"/> Legally Exempt Group |
| <input type="checkbox"/> Group Family Day Care | <input type="checkbox"/> School Age Child Care |
| <input type="checkbox"/> Family Day Care | |

Our district will only pay for program closures to providers with which the district has a contract or letter of intent. Yes No

Enter the number of days allowed for program closures (maximum allowable program closures is five days).

List the allowable program closures for which the district will provide payment.

Note: Legally exempt family child care and in-home child car providers are **not** allowed to be reimbursed for program closures.

APPENDIX G-11
TRANSPORTATION, DIFFERENTIAL PAYMENT RATES, SLEEP

Transportation

Describe below under what circumstances and limitations if any your district will use to reimburse for transportation, what type of transportation will be reimbursed (public vs. private), and how much your district will pay (per mile or trip). Note if paying for transportation, Appendix F will need to reflect this choice.

N/A

Differential Payment Rates

Indicate below the percentage above the market rate your district has chosen.

Accredited Programs may receive a differential payment up to % above market rate.

Care during non-traditional hours may be paid up to % above market rate.

Limitations to the above differentials are as follows:

Payments may not exceed 15% above market rate. However, if your district wishes to establish a payment rate that is in excess of 15% above the applicable market rate must describe below why the 15% maximum is insufficient to provide access within the district to accredited programs and/or care provided during non-traditional hours.

Sleep

The following describes the standards that will be used in evaluating whether or not to pay for child care services while a parent or caretaker that works a second or third shift sleeps and any limitations pertaining to payment:

This must be requested by the parent/relative and the situation must be that there is a lack of care for the subject child(ren) while the parent/relative sleeps.

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight). 6

APPENDIX G-12
CHILD CARE EXCEEDING 24 HOURS, CHILD CARE SERVICES UNIT,
WAIVERS, BREAKS IN ACTIVITIES

Child Care Exceeding 24 Hours

Child care services may exceed 24 consecutive hours when such services are provided on a short-term emergency basis or in other cases where the caretaker's approved activity necessitates care for 24 hours on a limited basis.

Describe any limitations for payment of child care services that exceed 24 consecutive hours.
Administrative approval is needed

Child Care Services Unit

The Child Care Service Unit is the basis upon which a district will determine which household and/or family members should be counted in determining family size and countable family income.

Our district will include the following in the Child Care Services Unit (check which ones apply).

18 year old 19 year old 20 year old

-OR-

Our district will include only the following in the Child Care Services Unit when it will benefit the family (check which ones apply).

18 year old 19 year old 20 year old

Describe the criteria your district will use to determine whether or not an 18, 19 or 20 year old is included in the Child Care Services Unit. **See above-if including the additional member benefits the household.**

Waivers

Districts have the authority to request a waiver of any regulatory provision that is non-statutory. Describe and justify why your district is requesting a waiver.

Breaks in Activities

Districts may pay for child care services for low income families during breaks in activities for a period not to exceed two weeks or for a period not to exceed one month where child care arrangements would otherwise be lost and the subsequent activity is expected to begin within that period (check one).

X two weeks four weeks

Districts may provide child care services while the caretaker is waiting to enter an approved activity or employment or on a break between approved activities. The following low income families are eligible for child care services during a break in activities (check any that are eligible):

X entering an activity waiting to begin employment break between activities